

Santa Rosa County Building Inspection Department

New Commercial Building Permit Application

SUMMARIZED CHECK LIST FOR SUBMITTING BUILDING PLANS

1. **BUILDING PERMIT APPLICATION.** A current Commercial Building Permit Application form is to be completed and submitted for all construction projects. Please use the appropriate form.
2. **PLOT PLAN.** Two complete sets of certified surveys, plot plans or site plans are required for all construction projects to include new construction, additions, and renovations. The survey or plot plan is to show the property dimensions and the location of all proposed and existing structures to include the distance from the proposed construction to the property lines.
3. **PARCEL NUMBER & STREET ADDRESS.** The **Parcel Number (Tax ID number)** from the Property Appraiser (623-2486) and the **Street Address Form** from the Postal Coordinator (983-5365 or 494-7416) are required.
4. **SEPTIC TANK PERMIT OR SEWER TAP RECEIPT & WATER TAP OR WATER MANAGEMENT PERMIT**
A copy of the Septic Tank Permit, the Existing Septic Tank Approval from Environmental Health (983-5275 or 934-5175), or the paid Sewer Tap receipt from the utility company is required. A Water Tap receipt or a Water Management Permit from the utility company is required.
5. **ZONING / ENGINEERING APPROVAL.** All commercial projects must provide this department the Zoning and Engineering Development approval.
6. **CITY APPROVAL.** If the project is located within the city limits of Milton, Gulf Breeze, or Jay, prior approval is required. The city documents and/or approval stamps are required to be submitted by the customer to this office when applying for a Building Permit.
7. **PLANS.** All commercial projects in the Navarre and Midway Fire Districts require three complete sets of plans and construction details. All other commercial projects in the County require two complete sets of plans and construction details. Commercial projects must be certified (original raised seal) by a Florida State Certified Architect or Engineer or as required by Florida law.
 - a. Projects located on Navarre Beach and in FEMA designated FLOOD ZONE "V" the plans must be designed and sealed by a Florida State Certified Architect or Engineer.
8. **ENERGY FORMS.** Two sets of completed Florida Energy Efficiency Forms (Energy Sheets) certified by a State of Florida Architect or Engineer are required. Three in Navarre and Midway.
9. **DEP APPROVAL.** Prior approval from the Department of Environmental Protection (DEP) is required when the project is located on the south side of Gulf Boulevard on Navarre Beach. DEP approval is also required if the project is located in DEP regulated wet land areas.
10. **DOT APPROVAL.** Prior approval from the State of Florida Department of Transportation (DOT) is required if the project is located on a State Highway or a major arterial road.
11. **NOTICE OF COMMENCEMENT.** The recorded Notice of Commencement is required if the project's cost of construction is \$2,500 or more. Blank forms are located at Building Inspection Department for your convenience. The form is to be completed, notarized, and recorded with the Clerk of Court located at the Court House. The recorded copy of the Notice of Commencement is to be submitted to the Building Inspections Department before any inspections will be made **and** a copy must be posted on the job site.
12. **SPECIAL FLOOD HAZARD AREA.** The Santa Rosa County floodplain management requirements defined in the Land Development Code is designed to prevent new development from increasing the flood threat and to protect new and existing buildings from anticipated flood events.
 - a. All new construction located in a special flood hazard area will provide an original certified Elevation Certificate before the framing inspection.
 - b. All new construction located on Navarre Beach and on FEMA designated "V-Zone" property will provide an original certified Elevation Certificate, Anchor Piling Certificate, and Break-Away Wall Certificate before the framing inspection.
 - c. All new construction located on FEMA designated "Floodway" property will provide an original certified No-Rise Certificate before a permit may be issued.
13. **TERMITE TREATMENT.** Written verification of the method of Termite Treatment used is required before a Certificate of Occupancy will be issued on all structures constructed of wood.